



December 6, 2000

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 00-11

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RICHARD C. TRIGG /s/  
National Director  
Job Corps

SUBJECT: Update on Job Corps Disability Initiative

1. Purpose. To update regional, center, and contractor staff on activities related to the Job Corps Disability Initiative.

2. Background. Program Instruction 98-20 announced the Job Corps Disability Initiative. In this directive, centers were instructed to network with disability organizations; identify accessibility challenges and develop a plan to make the center more accessible to persons with disabilities; and to designate a person to serve as focal point for disability issues. Since this initiative was announced, several disability-related program and policy changes have been implemented. The following is a summary of these changes.

**Program Instruction 99-03--Cooperative Agreement Between Job Corps and the Rehabilitation Services Administration (RSA)**

This directive reaffirmed and expanded the existing cooperative agreement between Job Corps and RSA's vocational rehabilitation (VR) programs. Some centers have established a strong linkage with the VR programs in their state. For example, several centers have created agreements with their local VR agency that allow a VR counselor to spend a designated number of hours on center on a regular basis. While on center, this counselor works with students who are participating in the program and could benefit from VR services. Also, the counselor works with students who are ready to leave the program but may need VR services to prepare for employment.

The VR counselor also serves as a contact person for admissions counselors (ACs) and center staff assisting applicants who want to enroll in Job Corps and could use VR services, and applicants/students who are VR clients and need to coordinate services. Other centers have developed reciprocal agreements where VR agencies refer their clients to Job Corps when it is appropriate to meet the client's needs and Job Corps refers applicants/students who need rehabilitative services to VR agencies.

Some centers have found it difficult to develop a working relationship with their local VR agency. The following are suggestions for centers experiencing this problem

- Make sure the local VR agency is aware of the cooperative agreement, the specifics of the agreement, and each agency's responsibilities under the agreement. Fax or e-mail the agreement to your VR contact person and follow up with a phone call.
- Submit a written request to the Regional Office requesting their involvement. The program instruction directed each Regional Office to contact the appropriate RSA Regional Office to establish each agency's responsibilities at the regional level and to determine the best way for the two programs to work together. The Regional Offices may be able to address specific problems that are preventing the center and state VR agency from establishing a mutually beneficial relationship.

#### **Program Instruction 99-11--Disability Workshops**

Three disability workshops were held between March and June 2000. The center's point-of-contact for disability issues (now called the Center Director's designee (CDD) for disability issues, Regional Office staff, and Outreach, Admissions, and Placement contractor staff attended these workshops. Sessions included:

- Disability Legislation
- Disability Awareness/Etiquette
- Common Disabilities
- Reasonable Accommodation
- New Admissions Process
- Disability Resources
- Accessible Formats
- Assistive Technology
- Interviewing a Person with a Disability
- Educating Employers

- Emergency Procedures for People with Disabilities
- Interdisciplinary Approach to Service Delivery
- School-to-Work Issues for Students with Disabilities

Many resource and technical assistance materials were provided to workshop participants. This workshop clearly defined the role of the CDD. The CDD is responsible for addressing disability issues and coordinating disability activities on center. Specific duties of the CDD include:

- Coordinating the reasonable accommodation process.
- Convening an interdisciplinary team of service providers to develop an individual program plan (IPP) for each student with a disability that ensures that the student's needs are being met throughout the program and that the student is participating in the program as expected.
- Arranging/providing disability-related training for center staff and students.
- Developing relationships with disability organizations.
- Coordinating with the center equal employment opportunity staff person to deal with legal/discrimination issues related to disability.
- Attending disability training.

#### **Information Notice 99-16--Disability Resources: Centers for Independent Living (CILs) and the Job Accommodation Network (JAN)**

An important part of the Job Corps Disability Initiative is developing relationships with disability organizations. CILs and JAN were identified as two important resources. Both were involved in Job Corps disability workgroups that developed the disability initiative. JAN also assisted with training and provided resource materials for the disability workshops. Several centers have already used JAN's services to determine how to accommodate a particular applicant/student with a disability.

Each center should contact their local CIL to determine the particular services they provide and offer information about the Job Corps program. Centers should contact JAN when technical assistance regarding accommodation or accessibility is needed.

#### **PRH Change Notice 99-08--PRH-1 Revision**

Historically, OA counselors collected health and disability-related information on Job Corps applicants and forwarded the folders of students with disabilities to one of the designated disability centers for review and enrollment. To comply with the Rehabilitation Act of 1973 as amended and the Workforce Investment Act of 1998, admissions procedures were revised so that all centers will serve students with disabilities and provide reasonable accommodation. Disability-related changes to PRH-1 include the following:

- OA contractor information that is provided to applicants must be available in formats that are readily understandable by individuals with disabilities (e.g., large print, video, audiotape).
- ACs will provide all applicants with accurate information about reasonable accommodation.
- Applicants who meet basic eligibility requirements can enroll in any Job Corps center and request the necessary accommodation to participate in the program. The use of designated centers has been discontinued.
- Procedures for collecting health and disability information during the admissions process were changed to ensure that this information is not collected by the AC until after the applicant has been determined to be eligible, required information has been obtained for selection factors, and the applicant is assigned to a center. ACs cannot conduct an assessment of the health information or use this information to make decisions on recommendations for enrollment.

### **Next Steps**

Reasonable accommodation guidelines will soon be released and the National Office is developing a disability resource manual that will provide information and technical assistance on disability issues in Job Corps.

3. Action. Job Corps is making many changes that will allow the program to better serve people with disabilities. Each addressee should review the disability-related directives and disability workshop materials to ensure that each center, Regional Office, and contractor is meeting its responsibilities for people with disabilities.

For more information on working with Job Corps applicants/students with disabilities, visit the Job Corps disability Web site, <http://www.jobcorpshealth.com/disability/>.

4. Expiration Date. Until superceded.

5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116. Agencies should direct inquiries to DA/FS James Everage at (303) 275-5460, DI/NPS William Jones at (202) 565-1085, DI/WRB Robert Sims at (303) 445-2633, or DI/FWS William Carreras at (703) 358-2557.